



Civilian Human Resources Council (CHRC) Fact Sheet



Reclassification and Grade and Pay Retention

During the transition and beyond, the JTF will minimize disruption to the workforce by restructuring and re-engineering positions to maintain grades of transitioning personnel where possible. It will take time for the new facilities to fully integrate and to get a sense of their new Joint environment and procedures; thus many classification reviews of position descriptions will be done after September 15, 2011. Some classification reviews may result in the reclassification of a position description and a very few may result in an upgrade or downgrade of a position. All employees will be fully informed of any changes to the classification of the position description prior to any changes being implemented.

Reclassification

A job can be reclassified for a number of reasons:

- Management can restructure the duties
- Duties can gradually accumulate over time and evolve to a higher grade
- Duties can gradually erode to a lower grade
- A new classification standard can be issued that changes the grade (rarely)
- A correction can be made to a classification error

Grade and Pay Retention

If job is reclassified to a lower grade, grade and pay retention occur

- Employee maintains same grade (grade retention) for two years
- Employee maintains same pay (with 50% of any annual pay increases) until
 - Employee has one or more days break in service
 - Employee's pay falls within pay range of grade to which downgraded (or declines reasonable offer for such a position) or
 - Is demoted for personal cause or at own request

The JTF Classification Information Paper 8 Apr 11 contains more detailed information and is found on <http://capmed.mil/civilian-personnel/>.